

**State of Rhode Island Payment Information  
RIPAY Website Documentation**

# RIPAY User Manual

# State of Rhode Island Payment Information RIPAY Website Documentation

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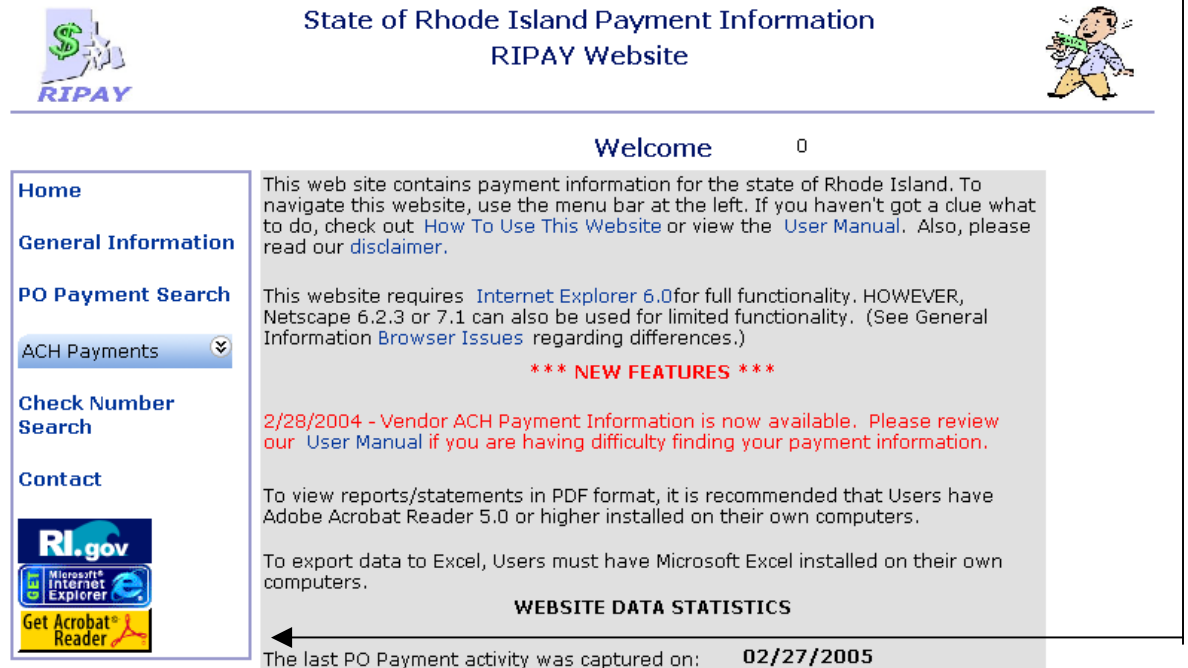
# State of Rhode Island Payment Information RIPAY Website Documentation

## I. Summary

This document explains how to navigate the State of Rhode Island Payment Information RIPAY Website to retrieve purchase order payment information and export to excel or print a payment statement.

## II. Setup

This website requires Internet Explorer 6.0 for full functionality. HOWEVER, Netscape 6.2.3 or 7.1 can also be used for limited functionality. (See website regarding differences.) You will also need Adobe Acrobat Reader to view payment statements. Downloads are available at the bottom of the menu. To get to the RIPAY website and begin searching for Purchase Order Payments, go to the URL <http://www.ripay.ri.gov> and the RIPAY home page is displayed:



The screenshot shows the RIPAY website interface. At the top, there is a logo on the left, the title "State of Rhode Island Payment Information RIPAY Website" in the center, and a cartoon character on the right. Below the title is a "Welcome" message. A left-hand menu contains links for Home, General Information, PO Payment Search (with a dropdown menu showing "ACH Payments"), Check Number Search, and Contact. Below the menu are logos for RI.gov, Microsoft Internet Explorer, and a "Get Acrobat Reader" button. The main content area contains a welcome message, browser requirements, a "NEW FEATURES" section with a date (2/28/2004) and a link to the User Manual, and instructions on viewing PDF reports and exporting data to Excel. At the bottom, there is a "WEBSITE DATA STATISTICS" section showing the last PO Payment activity was captured on 02/27/2005.

State of Rhode Island Payment Information  
RIPAY Website

Welcome

Home

General Information

PO Payment Search

ACH Payments

Check Number Search

Contact

RI.gov

Microsoft Internet Explorer

Get Acrobat Reader

This web site contains payment information for the state of Rhode Island. To navigate this website, use the menu bar at the left. If you haven't got a clue what to do, check out [How To Use This Website](#) or view the [User Manual](#). Also, please read our [disclaimer](#).

This website requires [Internet Explorer 6.0](#) for full functionality. HOWEVER, Netscape 6.2.3 or 7.1 can also be used for limited functionality. (See General Information [Browser Issues](#) regarding differences.)

\*\*\* NEW FEATURES \*\*\*

2/28/2004 - Vendor ACH Payment Information is now available. Please review our [User Manual](#) if you are having difficulty finding your payment information.

To view reports/statements in PDF format, it is recommended that Users have Adobe Acrobat Reader 5.0 or higher installed on their own computers.

To export data to Excel, Users must have Microsoft Excel installed on their own computers.

WEBSITE DATA STATISTICS

The last PO Payment activity was captured on: 02/27/2005

## III. General Information

If you have a question or need information regarding using the website or understanding its purpose, you should click the **General Information** icon on the menu bar. The following page will be displayed:

# State of Rhode Island Payment Information RIPAY Website Documentation



## State of Rhode Island Payment Information RIPAY Website



### General Information

Home	<a href="#">Disclaimer</a>	Disclaimer for this website.
General Information	<a href="#">Request For Payment</a>	How vendors are paid by the State of Rhode Island.
PO Payment Search	<a href="#">How To Use This Website</a>	Information/help on how to use the RIPAY website.
Municipal ACH Payments	<a href="#">Definitions of Terms</a>	Glossary of terms used within the PO Payment section of the RIPAY website.
	<a href="#">Browser Issues</a>	Current browser issues with RIPAY.

This page contains links to a disclaimer, a statement about how to make a request for payment, quick instructions on how to use the RIPAY website, definitions of terms used within this website, and browser issues and concerns when viewing this website.

## IV. PO Payment Search

To search for purchase order payments, click the **PO Payment Search** menu item from the menubar at the left. The following page will be displayed:



## State of Rhode Island Payment Information RIPAY Website




### PO Payment Search

<a href="#">Home</a> <a href="#">General Information</a> <a href="#">PO Payment Search</a> <a href="#">Municipal ACH Payments</a> <a href="#">Check Number Search</a> <a href="#">Contact</a>	<b>Search Criteria - Please enter a valid State of Rhode Island purchase order.</b>						
	* Purchase Order #: <input type="text"/>		Release #: <input type="text"/>		<input type="button" value="Search"/>		
	Purchase Order #:		Release #:				
	PO Description:						
	Agency Name:						
Vendor Name:							
PO Status:							
	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER	
1							
2							


# State of Rhode Island Payment Information

## RIPAY Website Documentation

On this page, you must enter the exact Purchase Order number and release number where required. When ready to execute a search, click the 'Search' button. The spreadsheet will then be loaded with search results:



State of Rhode Island Payment Information  
RIPAY Website



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[Home](#)  
[General Information](#)  
[PO Payment Search](#)  
[Municipal ACH Payments](#)  
[Check Number Search](#)  
[Contact](#)

Search Criteria - Please enter a valid State of Rhode Island purchase order.

\* Purchase Order #:  Release #: 

Search

4 Invoices Found

Purchase Order #: 50A00281905 Release #: 0

PO Description: METER RENTAL

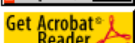


Agency Name: COASTAL RES MGMT

Vendor Name: HASLER INC


PO Status: COMPLETE RECEIPT

[View Other POs For This Vendor](#) [View Payment Statement](#) [View In Excel](#)

	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER
1	912930	1/27/2004	\$177.00	PAID	2/9/2004	259189
2	647700	10/28/2003	\$177.00	PAID	11/5/2003	241728
3	403248	7/28/2003	\$177.00	PAID	8/20/2003	227603
4	1166617	4/27/2004	\$177.00	APPROVED FOR PAYMENT		



If you are search for a blanket PO and a release number is required, the system will prompt you to enter a release number if one was not entered:



State of Rhode Island Payment Information  
RIPAY Website



---

[Home](#)  
[General Information](#)  
[PO Payment Search](#)

Search Criteria - Please enter a valid State of Rhode Island purchase order.

\* Purchase Order #:  Release #: 

Search

A release number is required for this purchase order.

### Saving Payment Information Into Excel

# State of Rhode Island Payment Information

## RIPAY Website Documentation

The PO Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated.

	A	B	C	D	E	F	G	H	I	J
	PO NUMBER	LEASE NUMBER	DESCRIPTION	AGENCY NAME	ENDOR NUMBER	ENDOR NAME	PO STATUS	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT
1	50A00281905		0 METER RENT/ COASTAL RES	003547		HASLER INC	COMPLETE RE	912930	1/27/2004	\$177.00
2	50A00281905		0 METER RENT/ COASTAL RES	003547		HASLER INC	COMPLETE RE	647700	10/28/2003	\$177.00
3	50A00281905		0 METER RENT/ COASTAL RES	003547		HASLER INC	COMPLETE RE	403248	7/28/2003	\$177.00
4	50A00281905		0 METER RENT/ COASTAL RES	003547		HASLER INC	COMPLETE RE	1166617	4/27/2004	\$177.00
5										

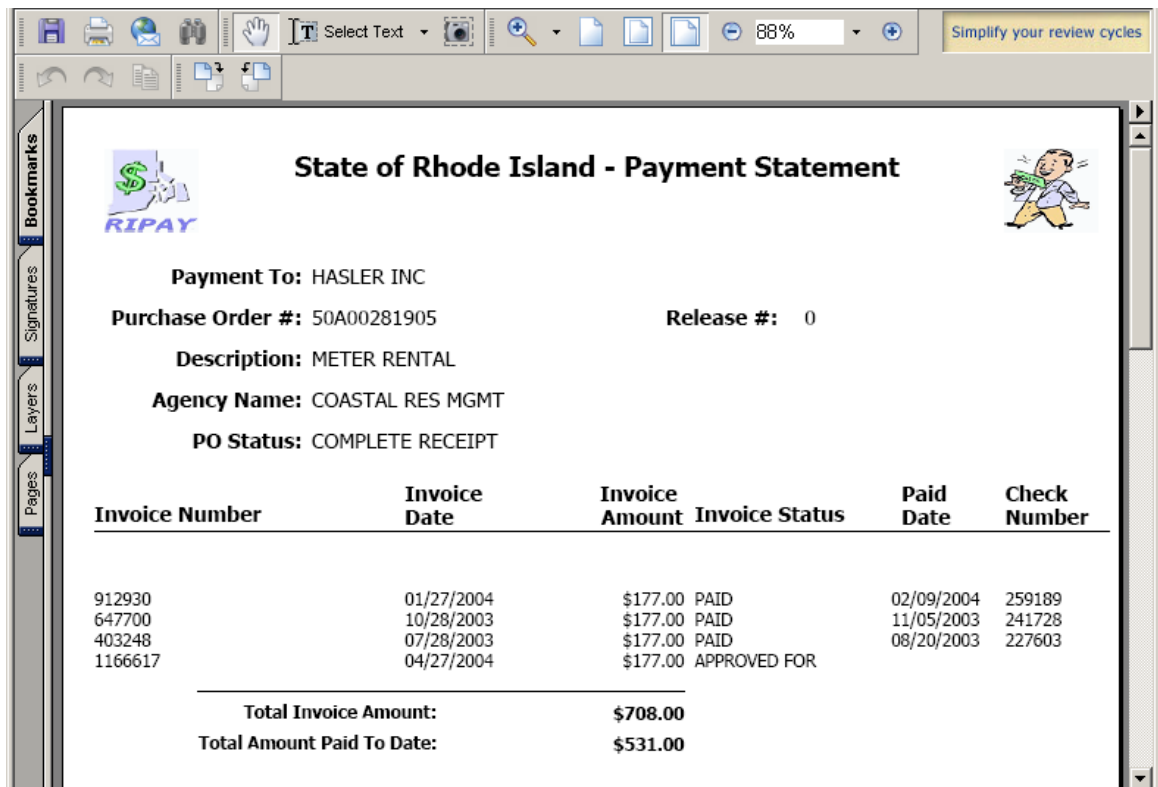
You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

### Viewing/Printing Payment Statement

The PO Payment results can be displayed as a statement which totals the amount invoiced and amount paid. The PO Payment Statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file:

# State of Rhode Island Payment Information



## RIPAY Website Documentation



The screenshot shows a web browser window displaying the RIPAY website. The browser's address bar shows the URL "http://ripay.state.rhodeisland.gov". The website has a navigation menu on the left with links for "Bookmarks", "Signatures", "Layers", and "Pages". The main content area is titled "State of Rhode Island - Payment Statement" and features a logo with a dollar sign and the word "RIPAY". The payment details are as follows:

**Payment To:** HASLER INC  
**Purchase Order #:** 50A00281905  
**Release #:** 0  
**Description:** METER RENTAL  
**Agency Name:** COASTAL RES MGMT  
**PO Status:** COMPLETE RECEIPT

Invoice Number	Invoice Date	Invoice Amount	Invoice Status	Paid Date	Check Number
912930	01/27/2004	\$177.00	PAID	02/09/2004	259189
647700	10/28/2003	\$177.00	PAID	11/05/2003	241728
403248	07/28/2003	\$177.00	PAID	08/20/2003	227603
1166617	04/27/2004	\$177.00	APPROVED FOR		
<b>Total Invoice Amount:</b>		<b>\$708.00</b>			
<b>Total Amount Paid To Date:</b>		<b>\$531.00</b>			

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

### Viewing Other Purchase Orders For A Vendor

Upon a successful search, you will be able to view other purchase orders for the selected vendor. Click on the

[View Other POs For This Vendor](#)

link to view a list of purchase orders for the current fiscal year. From this page you can also filter on Fiscal Year and PO Status:

# State of Rhode Island Payment Information



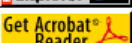
## RIPAY Website Documentation



State of Rhode Island Payment Information  
RIPAY Website



### Purchase Orders

<a href="#">Home</a> <a href="#">General Information</a> <a href="#">PO Payment Search</a> <a href="#">Municipal ACH Payments</a> <a href="#">Check Number Search</a> <a href="#">Contact</a>   	Fiscal Year: <input type="text" value="2004"/>		PO Status: <input type="text"/>		
	16 PO/Releases Returned				
	Vendor Name: <b>HASLER INC</b>				
	<a href="#">View Unpaid Invoice Statement</a>		<a href="#">View In Excel</a>		
	PO NUMBER	REL #	ISSUE DATE	PO DESCRIPTION	AGENCY NAME
1	12A00285520	0 9/15/2003	METER RTL.LEGAL10/1/03-	GOVERNOR	CLOSED
2	50A00281144	0 7/24/2003	REPAIRS MAIL MACHINE	COASTAL RES MGMT	CLOSED
3	50A00281905	0 8/1/2003	METER RENTAL	COASTAL RES MGMT	COMPLETE RECEIPT
4	54A00279579	0 7/7/2003	Mailer Acct 176536-001	EDUC ASSIST AUTHORITY	CLOSED
5	54A00284013	0 8/29/2003	Cust No 1165413	EDUC ASSIST AUTHORITY	CLOSED
6	54A00287211	0 10/6/2003	Mailer Acct# 176536-001	EDUC ASSIST AUTHORITY	CLOSED
<< 1 >>					

Double-click a column header to toggle sort ascending/descending.

From this page you can view the purchase orders by selecting a fiscal year and/or PO Status (See website Definitions of Terms for more information). To view all of the invoices for a purchase order, click on the PO number.

### Saving Payment Information Into Excel

The purchase orders can be viewed and saved in Excel by clicking the [View In Excel](#) hyperlink. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated.

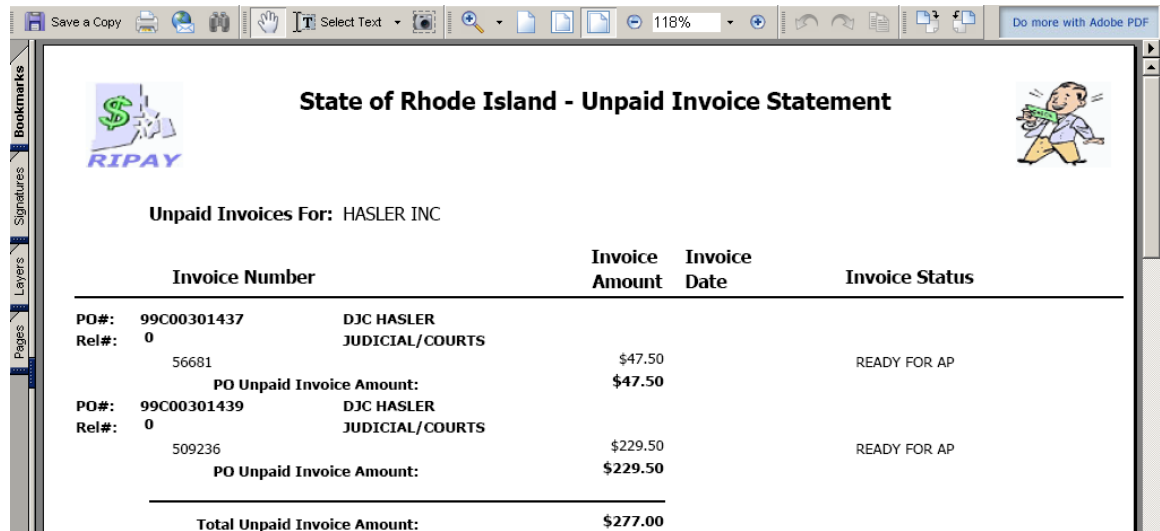
### Viewing/Printing Unpaid Invoice Statement

From the Purchase Orders page, you can view all of the unpaid invoices for every purchase order by clicking on the [View Unpaid Invoice Statement](#) hyperlink. The Unpaid Invoice Statement will be displayed as a PDF file:





# State of Rhode Island Payment Information


## RIPAY Website Documentation

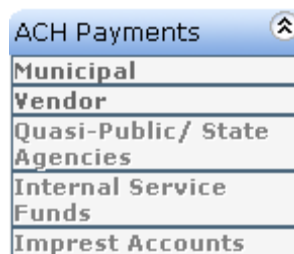


State of Rhode Island - Unpaid Invoice Statement			
Unpaid Invoices For: HASLER INC			
Invoice Number	Invoice Amount	Invoice Date	Invoice Status
PO#: 99C00301437 Rel#: 0 56681 DJC HASLER JUDICIAL/COURTS	\$47.50		READY FOR AP
PO Unpaid Invoice Amount:		\$47.50	
PO#: 99C00301439 Rel#: 0 509236 DJC HASLER JUDICIAL/COURTS	\$229.50		READY FOR AP
PO Unpaid Invoice Amount:		\$229.50	
Total Unpaid Invoice Amount:		\$277.00	

Click the  icon to print a copy of your unpaid invoice statement, or the  icon to save it on your computer.

## V. ACH Payments

To search for ACH payments, click the downward arrows on the  menu item from the menubar at the left or double-click on the word **ACH PAYMENTS**. The ACH menu options will be displayed:




Currently, only Municipal and Vendor ACH Payment information is available online. Please click the type of ACH payment you wish to find.


# State of Rhode Island Payment Information RIPAY Website Documentation

## Municipal ACH Payments




If you selected Municipal within the ACH Payments menu, the following page will be displayed:



State of Rhode Island Payment Information  
RIPAY Website



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[Home](#)  
  
General Information  
  
PO Payment Search  
  
Municipal ACH Payments  
  
Check Number Search  
  
Contact  
  
  
  


Municipal ACH Payment Search

Search Criteria - Please select a municipality and enter a date range.

Municipality:

\* Start Date:

\* End Date:

	EST. PAYMENT DATE	BANK ACCOUNT	ITEM AMOUNT	CATEGORY	PAYING AGENCY	PAYMENT NUMBER	DOCUMENT NUMBER
1							
2							
3							

On this page, you can select the Municipality (or school district) from the municipality drop down list, enter an estimated payment date range, and click 'Search'. The search results will show details for fund transfers:

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## RIPAY Website Documentation



State of Rhode Island Payment Information  
RIPAY Website



**Home**

**General Information**

**PO Payment Search**

**Municipal ACH Payments**

**Check Number Search**

**Contact**

### Municipal ACH Payment Search

**Search Criteria - Please select a municipality and enter a date range.**

Municipality:

\* Start Date:  \* End Date:

**Search**

**5 Invoices Found**

[View Payment Statement](#)
[View In Excel](#)

	EST. PAYMENT DATE	BANK ACCOUNT	ITEM AMOUNT	CATEGORY	PAYING AGENCY	PAYMENT NUMBER	DOCUMENT NUMBER
1	4/28/2004	PRIMARY ACCOUNT	\$292,613.02	MV EXCISE	ADMINISTRA	958942	210516-14 042004
2	4/16/2004	PRIMARY ACCOUNT	\$18,916.25	LIBRARY GRANTS	ADMINISTRA	956821	GIA4BRI04
3	4/15/2004	PRIMARY ACCOUNT	\$549.09	HOTEL TAX	ADMINISTRA	956668	468RAN495
4	4/15/2004	PRIMARY ACCOUNT	\$17,714.01	HOTEL TAX	ADMINISTRA	956668	468RAN495
5	4/13/2004	ALTERNATE ACCOUNT	\$8,377.10	CDBG GRANT	ENVIRONMEI	251520	REFURB. TOWN

### Saving Municipal ACH Payment Information Into Excel

The Municipal ACH Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet.

	B	C	D	E	F	G	H	I	J	K						
	PAYMENT	GNK	ACCOUNT	ITEM	AMOUNT	CATEGORY	ITEM	DESC.	PAYING	AGENCY	MENT	NUM	UMENT	NUM	DESCRIPTION	NOTES
1	4/28/2004	PRIMARY	A	\$292,613.02	MV EXCISE	MOTOR VEHICLE E	ADMINISTRA	958942	210516-14 04	GRANTS TO CITY/T	CRITICAL, DATE SET					
2	4/16/2004	PRIMARY	A	\$18,916.25	LIBRARY GR.	RESOURCE SHARI	ADMINISTRA	956821	GIA4BRI04	LIBRARY GIA	BRISTOL					
3	4/15/2004	PRIMARY	A	\$549.09	HOTEL TAX	Hotel Tax Distribu	ADMINISTRA	956668	468RAN495							
4	4/15/2004	PRIMARY	A	\$17,714.01	HOTEL TAX	1% Meal Tax Distribu	ADMINISTRA	956668	468RAN495							
5	4/13/2004	ALTERNAT		\$8,377.10	CDBG GRAN	'IN ACCORDANCE W	ENVIRONME	251520	REFURB. TO	DEM/LOCAL MUNICIPALITY	GRANTS					

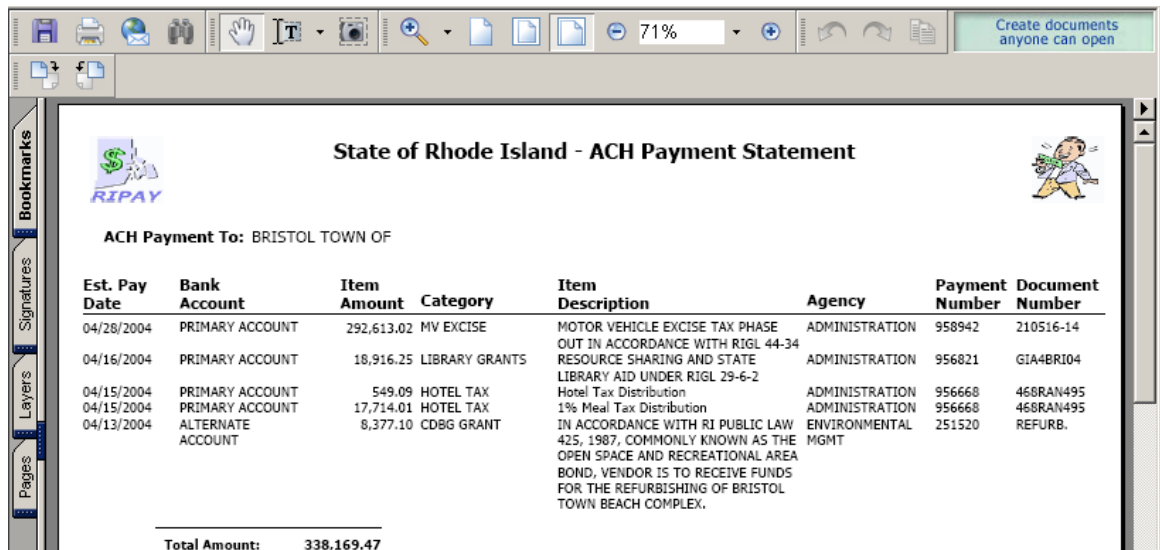
You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

# State of Rhode Island Payment Information

## RIPAY Website Documentation

### Viewing/Printing Municipal ACH Payment Statement



A Municipal ACH payment statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The statement includes additional detailed information about the payment transfer and a total amount transferred for the period selected.



**State of Rhode Island - ACH Payment Statement**

ACH Payment To: BRISTOL TOWN OF


Est. Pay Date	Bank Account	Item Amount	Category	Item Description	Agency	Payment Number	Document Number
04/28/2004	PRIMARY ACCOUNT	292,613.02	MV EXCISE	MOTOR VEHICLE EXCISE TAX PHASE OUT IN ACCORDANCE WITH RIGL 44-34	ADMINISTRATION	958942	210516-14
04/16/2004	PRIMARY ACCOUNT	18,916.25	LIBRARY GRANTS	RESOURCE SHARING AND STATE LIBRARY AID UNDER RIGL 29-6-2	ADMINISTRATION	956821	GIA4BRI04
04/15/2004	PRIMARY ACCOUNT	549.09	HOTEL TAX	Hotel Tax Distribution	ADMINISTRATION	956668	468RAN495
04/15/2004	PRIMARY ACCOUNT	17,714.01	HOTEL TAX	1% Meal Tax Distribution	ADMINISTRATION	956668	468RAN495
04/13/2004	ALTERNATE ACCOUNT	8,377.10	CDBG GRANT	IN ACCORDANCE WITH RI PUBLIC LAW 425, 1987, COMMONLY KNOWN AS THE OPEN SPACE AND RECREATIONAL AREA BOND, VENDOR IS TO RECEIVE FUNDS FOR THE REFURBISHING OF BRISTOL TOWN BEACH COMPLEX.	ENVIRONMENTAL MGMT	251520	REFURB.
<b>Total Amount:</b>		<b>338,169.47</b>					

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.


# State of Rhode Island Payment Information RIPAY Website Documentation

## Vendor ACH Payments

If you selected Vendor within the ACH Payments menu, the following page will be displayed:





State of Rhode Island Payment Information  
RIPAY Website



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[Home](#)  
[General Information](#)  
[PO Payment Search](#)  
[ACH Payments](#)

[Municipal](#)  
[Vendor](#)  
[Quasi-Public/ State Agencies](#)  
[Internal Service Funds](#)  
[Imprest Accounts](#)

  
[Check Number Search](#)  
[Contact](#)  
  


### Vendor ACH Payment Search

Search Criteria - Please find and select a vendor and enter an invoice # or date range.

Find Vendor:

\* Vendor Name:

☐ Invoice #:


☒ \* Start Date:

☐ \* End Date:

	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER
1						
2						
3						


<< >>

On this page, you must first find and select a vendor. To do this, type at least 3 characters of the vendor name into the text field titled 'Find Vendor'. **Please Note: If your vendor name is less than 3 characters, you must type your exact vendor**

**name.** Click  to begin your search. Any vendors found will be loaded into the drop down list titled 'Vendor Name'. If no vendors were found, you will see the following message:

**No vendors found.**

Select the appropriate vendor name from the drop down list, enter an invoice number or estimated payment date range and

click the  button. The search results will show details for fund transfers:

# State of Rhode Island Payment Information

## RIPAY Website Documentation



State of Rhode Island Payment Information  
RIPAY Website



[Home](#)

[General Information](#)

[PO Payment Search](#)

[ACH Payments](#)

- [Municipal](#)
- [Vendor](#)
- [Quasi-Public/ State Agencies](#)
- [Internal Service Funds](#)
- [Imprest Accounts](#)

[Check Number Search](#)

[Contact](#)

### Vendor ACH Payment Search

**Search Criteria - Please find and select a vendor and enter an invoice # or date range.**

Find Vendor:  [Go](#) \* Vendor Name:

☐ Invoice #:  ☒ \* Start Date:   [Search](#)

**4 Invoices Found**

[View Payment Statement](#)
[View In Excel](#)

	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER
1	2/28/2005	11043.7	REC DESIGN 97112	TRANSPORTAT	180462	97112-184
2	2/28/2005	2760.93	REC DESIGN 97112	TRANSPORTAT	180462	97112-1084
3	2/21/2005	17323.43	REC DESIGN 97112	TRANSPORTAT	160250	97112-183
4	2/21/2005	4330.86	REC DESIGN 97112	TRANSPORTAT	160250	97112-183

Double-click a column header to toggle sort ascending/descending.

### Saving Vendor ACH Payment Information Into Excel

The ACH Payment search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	VENDOR NAME	EST. PAYMENT DATE	ITEM AMOUNT	DESCRIPTION	ITEM DESC	PAYING AGENCY	PAYMENT NUMBER	INVOICE NUMBER	DESCRIPTION	NOTES
2	SAMPLE VENDOR INC	2/28/2005	11043.7	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	180462	97112-184	REC DESIGN 97112	
3	SAMPLE VENDOR INC	2/28/2005	2760.93	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	180462	97112-1084	REC DESIGN 97112	
4	SAMPLE VENDOR INC	2/21/2005	17323.43	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	160250	97112-183	REC DESIGN 97112	
5	SAMPLE VENDOR INC	2/21/2005	4330.86	REC DESIGN 97112	TFG-STAT (001) 80% FED/20% STATE	TRANSPORTATION	160250	97112-183	REC DESIGN 97112	

You can save the Excel file that is displayed within the browser to retain this information on your computer. If the Excel file opened within your browser, you can select 'File', 'Save As...' to save the file.

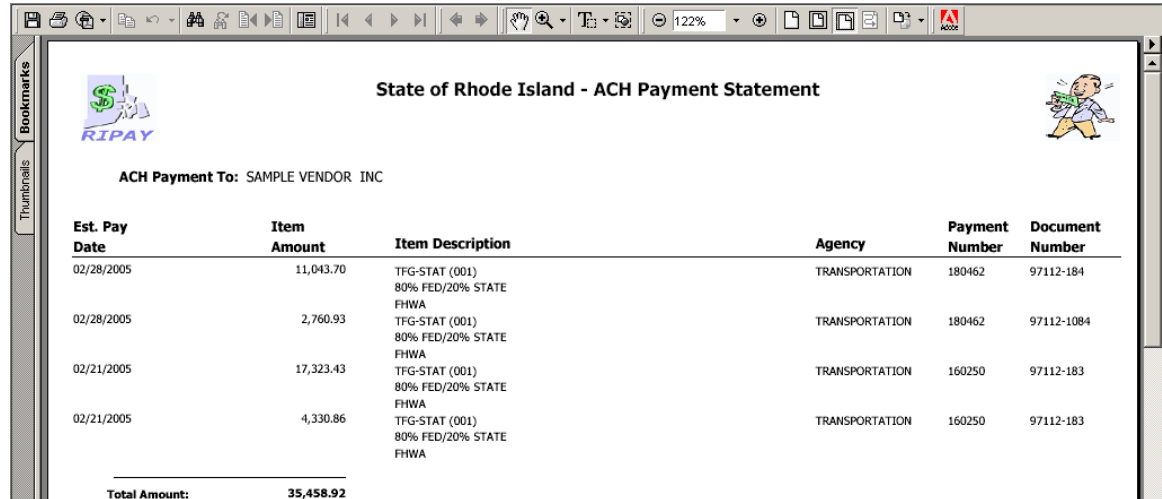
### Viewing/Printing Vendor ACH Payment Statement

A Vendor ACH payment statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The statement includes

# State of Rhode Island Payment Information

## RIPAY Website Documentation



additional detailed information about the payment transfer and a total amount transferred for the period selected.



**State of Rhode Island - ACH Payment Statement**

ACH Payment To: SAMPLE VENDOR INC

Est. Pay Date	Item Amount	Item Description	Agency	Payment Number	Document Number
02/28/2005	11,043.70	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	180462	97112-184
02/28/2005	2,760.93	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	180462	97112-1084
02/21/2005	17,323.43	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	160250	97112-183
02/21/2005	4,330.86	TFG-STAT (001) 80% FED/20% STATE FHWA	TRANSPORTATION	160250	97112-183
<b>Total Amount:</b>		<b>35,458.92</b>			

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

## VI. Check Number Search

To search for backup detail by check number, click the **Check Number Search** menu item from the menubar at the left. The following page will be displayed:

# State of Rhode Island Payment Information

## RIPAY Website Documentation



State of Rhode Island Payment Information  
RIPAY Website



### Check Number Search

Home



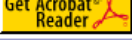
General Information

PO Payment Search

Municipal ACH Payments

Check Number Search

Contact

**Search Criteria - Enter a valid check number & click Search. Then select the payee name.**

\* Check #:  Payee Name:  Search

---

Check #:  Date Paid:

Payee Name:

	INVOICE NUMBER	AMOUNT	DESCRIPTION	AGENCY NAME	PO NUMBER	RELEASE NUMBER
1						
2						
3						

On this page, you can enter a check number and click 'Search'. (Because the State of Rhode Island makes payments from multiple banks, the same check number may be used for multiple payments. To find the correct check reference, use the drop down list of payee names.) The payee name drop down list will be loaded with payees for the check number and spreadsheet will then be loaded with payment information for the first payee. If the payee displayed is not the one you were searching for, select another payee from the drop down list, and its payment information will automatically be displayed. If your payee is not displayed in the list, no payment information exists.

Here is an example of a check number search, and in this example the search returned 2 payee names for check #250129:

**Search Criteria - Enter a valid check number & click Search. Then select the payee name.**

\* Check #:  Payee Name:  Search

NEW ENGLAND ICE CREAM CO INC

DIELECTRIC COMMUNICATIONS

NEW ENGLAND ICE CREAM CO INC

Upon selecting the payee you wish to view, the payment information is displayed:



# State of Rhode Island Payment Information RIPAY Website Documentation



## State of Rhode Island Payment Information RIPAY Website



### Check Number Search

Home

General Information


PO Payment Search

Municipal ACH Payments

Check Number Search

Contact







**Search Criteria - Enter a valid check number & click Search. Then select the payee name.**

\* Check #:  Payee Name:

**5 Payments Found**

Check #: **250129** Date Paid: **12/18/2003**

Payee Name: **NEW ENGLAND ICE CREAM CO INC**

[View Payment Statement](#)

	INVOICE NUMBER	AMOUNT	DESCRIPTION	AGENCY NAME	PO NUMBER	RELEASE NUMBER
1	479KXH0462	\$107.20		CHILDREN & YOUTH		0
2	479KXH0445	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0
3	479KXH0444	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0
4	479KXH0443	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0
5	479KXH0442	\$214.40	SHERBERT & ICE CREAM	CHILDREN & YOUTH		0

### Viewing/Printing Check Statement



A Check statement can be viewed/printed by clicking the [View Payment Statement](#) link, which will display the payment statement as a PDF file. The statement will show more backup details and the total paid:

**State of Rhode Island - Check Statement**

Check #: 250129 Date Paid: 12/18/2003

Payee Name: NEW ENGLAND ICE CREAM CO INC


Invoice Number	Amount Paid	Description	Agency	PO Number	Release Number	Notes
479KXH0462	107.20		CHILDREN & YOUTH		0	INV.2026759
479KXH0445	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2028349,2028597
479KXH0444	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2027556,2027838
479KXH0443	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2026952,2027164
479KXH0442	214.40	SHERBERT & ICE CREAM CUPS	CHILDREN & YOUTH		0	INV.2026019,2026970
<b>Total Amount:</b>		<b>964.80</b>				

Click the  icon to print a copy of your payment statement, or the  icon to save it on your computer.

# State of Rhode Island Payment Information RIPAY Website Documentation

## VII. Questions or Concerns


The RIPAY website includes a Contact page for help obtaining information relating to a purchase order or invoice. Click the [Contact](#) link on the menu bar. This page contains a link to the state agency telephone directory (PDF file). **Please be sure to contact the appropriate agency.** If the agency is not found, this page also contains a link to all state government agency websites:



State of Rhode Island Payment Information  
RIPAY Website



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[General Information](#)  
[PO Payment Search](#)  
[Municipal ACH Payments](#)  
[Check Number Search](#)  
[Contact](#)  
  
  


### Contact Us

All RIPAY information is agency-specific. If you have payment questions/concerns, you must contact the appropriate agency associated with the payment. Please use the State of Rhode Island Telephone Directory for contact information or find your contract information by searching the Agency Website Links.

[State of Rhode Island Telephone Directory](#)

[Agency Website Links](#)

To obtain information about payments not found on this website, you must contact the User Agency Business Office.

If you have a question/concern or need help with this website, send an email to:

[RIPAY Web Administrator](#)